

Boyd K. Rutherford  
Lt. Governor

Larry Hogan  
Governor

Sam Abed  
Secretary

August 5, 2016

17-MX-004 / MDV0031028101  
Janitorial Services at Evening Reporting Center (ERC)  
Baltimore, Maryland 21217

Dear Potential Bidder:

The Maryland Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Invitation for Bids (IFB) for Janitorial Services at Evening Reporting Center (ERC), 909 Druid Park Drive, Baltimore, Maryland 21217.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

You may obtain this solicitation document by going to the eMaryland Marketplace website [www.emaryland.buyspeed.com](http://www.emaryland.buyspeed.com). Click on "Contract & Bid Search", click on "Bids", populate "Bid #" field with Open Market bid number MDV0031028101 and click on "find it", the solicitation will be reflected at the bottom of page under "Results" to download the solicitation. You may also go to the DJS website at [www.djs.maryland.gov](http://www.djs.maryland.gov).

If you have any questions, please submit them in writing to Jenna Meini, Procurement Officer, as soon as possible via fax or email. Fax number is 410-333-4191 and email is [Jenna.Meini@maryland.gov](mailto:Jenna.Meini@maryland.gov).

You must be registered with eMaryland Marketplace (EMM) in order to participate in this solicitation and receive an award. For information on registering please contact the Department of General Services, (410) 767-1492 or at [dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov).

A Pre-Bid Conference followed by Mandatory Site Visit will be held on August 16, 2016 @ 12:00 PM at Department of Juvenile Services, ERC, located at 909 Druid Park Drive, Baltimore, Maryland 21217. Please refer to attached documentation for additional details.

Bids in response to this solicitation must be submitted as a lump sum bid as specified in the IFB. Bids must be submitted in a sealed envelope which clearly identifies the contract bid number and contract description. **Bids are due to the Procurement Officer on August 31, 2016 @ 3:00 PM** (Local Time) and must be addressed to Jenna Meini, Office of Procurement, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 335, Baltimore, Maryland 21201. Late Bids, faxed bids, bids submitted on eMaryland Marketplace and emailed bids will not be accepted.

A Public Bid Opening will be held on August 31, 2016 at 3:30 PM in the 3rd Floor Conference Room at the DJS-Headquarters at One Center Plaza, 120 W Fayette Street, Baltimore, MD 21201.

**This solicitation is a Small Business Reserve only.** Minority Business Enterprises (MBE's) and small businesses are encouraged to respond to this solicitation as a primary Contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed to the Maryland Department of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact MDOT at 1-800-544-6056 or by e-mail at [www.mdot.maryland.gov](http://www.mdot.maryland.gov).

If the prospective Bidder is a certified minority Contractor, the certification number must be provided on the bid page.

If you do not intend to respond to this procurement, please take a moment to fill out the No-Bid Response Form and submit it to the above fax number or email address. This information is used to improve the quality of the Department of Juvenile Services Proposals/Solicitations, and to make the procurement process more responsive and business friendly.

Sincerely,

Jenna L. Meini  
Procurement Officer  
Office of Procurement

cc: Bid File

